

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-141 **Issue Date:** 07-13-16 **Closing Date:** 08-02-16

Bus Driver
YN Head Start
Department of Human Services
Hourly Wage: \$12.58/Regular/Full-Time/Furlough
Location: Wapato, WA

Position is responsible for transporting students, school services and extracurricular activities. The bus driver will ensure children are transported in a safe, timely and appropriate manner in accordance with Yakama Nation Head Start Policy and Office of Head Start Performance Standards.

Knowledge, Skills and Abilities:

- Knowledge of Head Start Performance Standards.
- Knowledge of Yakama Nation Personnel Policies and Procedures.
- Knowledge of operations and maintenance of school buses.
- Knowledge of cultural background and heritage of Head Start families.
- Ability to operate commercial vehicles including buses, hand tools, power tools, fire extinguishers and other safety equipment.
- Ability to perform necessary day-to-day functions to ensure vehicle is operational and safe.
- Ability to maintain standards of professionalism in dress, appearance, attitude and presentation at all times.
- Ability to maintain standard of professionalism in terms of confidentiality and work ethic.
- Ability to operate a telephone, computer, copier and fax.
- Ability to read, write and follow written and verbal instructions.
- Ability to communicate effectively with children and adults.
- Ability to establish and maintain effective working relationships with co-workers, parents, students and others encountered in performing duties.
- Ability to be flexible in work schedule and assignments.
- Ability to perform tasks requiring physical strength, agility and dexterity.
- Ability to physically assist children on and off the bus.

General Recruiting Indicators:

- Must have at least 5 years of experience driving a passenger vehicle and must have experience working with children.
- Preference given to past/present Head Start parents who meet the qualifications.
- Enrolled Yakama preference.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a valid Yakama Tribal Driver's Permit.
- Must possess a Commercial Driver's License (CDL) with passenger (P) and school bus (S) endorsements.
- Must not have personal driving privileges revoked or suspended as a result of a moving violation or have commercial driver license disqualified, suspended or revoked within the preceding five years.
- Must not have three or more speeding tickets or other serious motor vehicle violations, including any alcohol related offenses within the preceding five years.
- Must have current First Aid/CPR card or have ability to obtain one within 6 months of hire.
- Must have current Food Handler's Card or have ability to obtain one within 6 months of hire.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.
- Must have ability to lift up to a maximum of 70 pounds.
- Must be physically able to drive and maintain bus as required.